

Professional and Managerial Branch
Water Utilities Administration Group
Systems Management Series

E.P.W.U. SEWER SYSTEMS DIVISION MANAGER

11/89

CHARACTERISTICS OF THE CLASS:

Under general direction, directs the construction, operation, maintenance and repair of the sewage collection system and treatment plants; performs related duties as required.

EXAMPLES OF DUTIES:

Plans, assigns, directs, and coordinates the functions and activities of personnel engaged in the construction, operation, maintenance and repair of the sewage collection system, and the operation and maintenance of the sewage treatment plants; manages the resources of the Sewer Systems Division in such a manner as to ensure that the sewage disposal needs of the community are met in an effective and environmentally sound manner, consistent with federal, state and local regulations and permit requirements.

Develops annual work programs and budget requests; assists in the development of short and long range capital improvements plans; identifies resource needs; manages work assignments and resource allocations within the Division; oversees the operations of the subordinate sewer system sections; assists subordinate supervisors in identifying work needs, establishing priorities, and making work assignments; monitors the work performance of subordinate sections and the Division as a whole to ensure that every reasonable effort is made to meet the objectives and performance guidelines established by the work program.

Develops preventive maintenance programs for the treatment plants, collection system and related appurtenances, ensures that these preventive maintenance programs are carried out in a timely and effective manner.

Establishes service objectives for the Division, within guidelines established by the General Manager and the Public Service Board, to measure the effectiveness of the sewer service; takes action to ensure that these objectives are met.

Oversees the resolution of customer service complaints, and ensures that these complaints and other service requests are handled in a prompt, courteous and efficient manner.

Ensures that all federal, state and local regulations and permit requirements are met as they apply to the Division and the sewage treatment plants, with a specific emphasis on plant operation and discharge permit requirements, hazardous substance awareness and control programs, and safety regulations.

Implements effective employee training and employee safety programs within the Division, in cooperation with Water Utilities staff members; assists subordinate section supervisors in the selection and training of personnel; ensures compliance with Department and City personnel policies and procedures.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering or a closely related field and eight years of progressively responsible professional experience in the maintenance and operation of sewage collection systems and treatment plants, including at least four years in a managerial or supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Comprehensive knowledge of the methods, practices and procedures utilized in the repair, maintenance and operation of sewage collection systems and treatment plants; comprehensive knowledge of federal, state and local regulations and permit requirements regarding the processing and disposal of municipal wastewater; comprehensive knowledge of safety rules and procedures involved in the maintenance and operation of treatment plants and collection systems; considerable knowledge of engineering principles and design aspects of sewage collection systems and treatment plants.

Ability to plan, direct, supervise and coordinate the work of assigned personnel; ability to review and evaluate the work of subordinates; ability to train and instruct subordinates; ability to enforce discipline and standards of conduct and attendance; ability to maintain effective working relationships with employees, staff, officials and the general public; ability to express oneself clearly and concisely both orally and in writing.

Physical Requirements: Mobility in both field and office environments. Occasional exposure to weather and unpleasant working conditions.

Licenses and Certificates: An "A" Certificate of Competency in Wastewater issued by the Texas Water Commission; Texas Class "C" Driver's License or equivalent license issued by another state; registration as a Professional Engineer in the State of Texas.

Director of Personnel

Department Head

OFFICIAL